

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	AMENDED Staff/Senior Information Systems Analyst (Specialist)
Position #:	051-221-1312-XXX 051-221-1337-XXX
Salary Range:	\$5065 - \$6466 \$5571 - \$7109
Issue Date:	September 2, 2008
Contact:	Susan Bolin (916) 375-6060
Location:	Personnel/Payroll Services Division 710 Riverpoint Ct Suite 150, West Sacramento, CA 95605 (Statewide)
Final Filing Date:	Until Filled

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
PPSD – 21st Century Project
ATTN: Susan Bolin
710 Riverpoint Court Suite 150
West Sacramento. CA 95605

Scope of the Position:

Under the general direction of the 21st Century (TFC) Project Manager, the incumbent works as the Project Management Office (PMO) lead to organize and maintain core processes, guidelines, and procedures for PMO of the 21st Century Project, which replaces the State's Human Resources and Payroll system and has statewide impact. The PMO Lead works in close collaboration with the TFC Project's Systems Integrator to implement standardized processes and procedures and to ensure that the project is utilizing industry best practices and in compliance with State of California guidelines. The Project requires a close working relationship with technology and business teams comprised of State and contractor staff, and the PMO Lead must have the ability to interact with all levels of staff and senior/executive management. Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

DUTIES WILL COMMENSURATE WITH LEVEL HIRED

- Operate as the lead member in the identification, development, and implementation of processes with the respect to project planning, monitoring, management, and control functions; implement best practice processes and techniques for maintenance of project plans; implement quality standards where appropriate; and serve as subject matter expert and lead in dissemination of project management plan policies, procedures, templates, and other shared documentation.
- Provide support to project management regarding risk and issue management; tasks include risk/issue planning, identification, analysis, mitigation/contingency planning, and tracking/monitoring of risks and issues.
- Provide oversight for the project management office information developed by the Systems Integrator, and report status to project leadership regarding status of, but not limited to the following: project plan/schedule; project deliverables; contract compliance; changes to schedule, scope, and budget (e.g., change requests); PO/IV&V reports (e.g., review and track observations and/or deficiencies made and reported); resource allocations; and control agency reporting requirements.
- Work on special projects, provide detailed research and/or advanced analysis with respect to issues related to the administration of the Personnel 21st Century Project.

Desirable Qualifications:

- Project Management certification;
- Experience applying Project Management Institute (PMI) project management body of knowledge (PMBOK) best practices;
- Experience developing Special Project Reports and/or Feasibility Study Reports
- Initiative, tact, and diplomacy; and
- Working knowledge of Microsoft Project 2003 Server, Visio, Word, Excel. Outlook. PowerPoint. and Access.

The State Controller's Office is committed to provide equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, sexual orientation, or veteran status.

Rev. 04/08